



Annmarie Sculpture Garden & Arts Center
Koenig Private Foundation, Inc.
13470 Dowell Road, Solomons, MD 20688

Title: **Gift Shop Manager** deadline to apply: April 15, 2022

Hourly Rate: \$18-22/hour, depending on experience; no benefits; part-time

Regular Work Schedule: 16-29 hr/week; flexible schedule, includes some weekend days and some evenings

TO APPLY: send resume and 3 professional references to jobs@annmariegarden.org or mail to address above.

Job Summary: Annmarie Garden is seeking a knowledgeable, creative, energetic, friendly, and well-organized person to manage the Annmarie Gift Shop. The Manager will be responsible for overall operations of the shop, including purchasing, inventory control, retail sales, personnel management, display, etc. The Manager will oversee day to day operations of the gift shop, including training, supervising staff and volunteers, buying and receiving merchandise, visual merchandising, and maintaining an attractive and clean store environment.

The Challenge: The purpose of the Annmarie Gift Shop is to generate financial support for Annmarie Garden and to support arts and crafts people in our community (both near and far). The Annmarie Gift Shop has a reputation for beautiful displays and interesting merchandise. The Manager will be expected to build upon this reputation and develop new ways to increase traffic and sales. The ideal candidate will have relevant experience and training and a love for the visual arts.

Primary responsibilities:

- Purchase merchandise through catalogs and websites; research and identify options for consignment and commission items; work closely with the program and guest services staff to identify possible gift shop artists;
- Research new lines and ideas through off-site visits to other museum shops, online research, word of mouth, etc.
- Arrange and display merchandise
- provide training for staff and volunteers
- Develop new activities and events for the shop in order to increase traffic – trunk shows, book talks, CD releases, etc.
- Strengthen and develop relationships with regional artists with the goals of expanding consignment sales.
- Generate paperwork for purchases, keep and maintain files, and submit payables to Business Manager
- Keep cash register adequately stocked
- Oversee and maintain shop's cleanliness and order
- Maintain a friendly and positive attitude with co-workers, volunteers and visitors
- Work with exhibits, programs, grounds, and marketing staff to identify merchandise for the shop that complements Annmarie programs and events.
- Coordinate the design and ordering of event related merchandise, including Artsfest t-shirt, ornaments, etc.
- Attend weekly staff meetings and report on pertinent activities
- Develop ways to keep sales associates busy during down time; all gift shop staff will be cross trained in Front Desk, Welcome Booth, and main office.
- Assist with drafting of store policies for visitors, staff and volunteers
- Keep director informed about important issues
- Other duties as assigned

Additional Responsibilities:

- Work all major events
- Assist with events and programs, as needed
- work with exhibit staff when visitors make gallery art purchases
- Handle situations or issues with staff, volunteers, vendors or visitors in a professional and confident manner
- Assist with janitorial duties during weekends, special events, after hour events, etc.

- Other duties as assigned

Work Environment: Annmarie is a busy site with a wide variety of excellent and innovative programs and activities. The staff of Annmarie is highly creative and collaborative and seeks new staff members that are passionate and committed to furthering the arts in our community. The Gift Shop Manager will become an important part of the Annmarie team and must clearly demonstrate a commitment to public arts programming. This position requires a flexible person who can work alone or as part of a team, who can manage gift shop staff and volunteers effectively, while finding creative ways to increase gift shop traffic and sales.

Knowledge, Abilities and Skills:

- Ability to work comfortably and politely with general public
- Ability to direct and delegate tasks to staff and volunteers
- Possess competent writing, math and computer skills needed to create financial reports
- Extensive knowledge of merchandising techniques, store display and selling methods

Experience, Training and Education:

- High school diploma or equivalent; three years or more retail experience with at least one year of experience in managing or assistant managing
- Experienced in selecting and purchasing merchandise

Special Requirements:

- Must be 21 years of age
- May be subject to background investigation
- Must be able to handle fragile objects
- Must be available to work weekends, evenings and longer hours during special events and holiday seasons

Physical Demands:

- Requires 6-8 hours standing behind sales counter
- Requires bending to low levels to access merchandise
- Requires climbing ladders to change displays and reach merchandise
- Requires breaking down merchandise packaging for recycling and disposing of it
- Requires cleaning glass counters and shelving, polishing jewelry, and vacuuming

Computer Skills: requires basic computer skills, including POS, and Microsoft Word, Outlook, and Excel.

Work Schedule: flexible schedule, but will include special events, weekends, and some evenings.

Licenses or Certificates: Valid driver's license.

Special requirements: subject to background investigation and finger-printing.

Physical Demands: Must be able to lift medium to heavy loads when setting up for events and programs, Must be able to answer phones, run cash register, credit card machine. Must be able to stand for long periods of time; must be able to help pop up tents, tables, etc for events; must be able to climb ladders to put up displays and décor; must be able to perform janitorial tasks.

Unusual demands: may work occasional evenings; must work main special events, including Artsfest, Garden in Lights, Fairy Festival, Green Expo, etc.